

COMPLIANCE CHECKLIST**► Surgical Suites**

The following Checklist is for plan review of hospital facilities, and is derived from the AIA/HHS Guidelines for Design and Construction of Hospital and Health Care Facilities, 2001 Edition (specific sections indicated below), appropriately modified to respond to DPH requirements for projects in Massachusetts which include Hospital Licensure Regulations 105 CMR 130.000 and Department Policies. Applicants must verify compliance of the plans submitted to the Department with all the requirements of the AIA/HHS Guidelines, Licensure Regulations and Department Policies when filling out this Checklist. The completed DPH Affidavit Form must be included in the plan review submission for Self-Certification or Abbreviated Review Part II.

Other jurisdictions, regulations and codes may have additional requirements which are not included in this checklist, such as:

- NFPA 101 Life Safety Code and applicable related standards contained in the appendices of the Code.
- 708 CMR, the State Building Code.
- Joint Commission on the Accreditation of Health Care Organizations.
- CDC Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health Care Facilities.
- Accessibility Guidelines of the Americans with Disabilities Act (ADA).
- Architectural Access Board.
- Local Authorities having jurisdiction.

Instructions:

1. The Checklist must be filled out completely with each application.
2. Each requirement line (____) of this Checklist must be filled in with one of the following codes, unless otherwise directed. If an entire Checklist section is affected by a renovation project, "E" for existing conditions may be indicated on the requirement line (____) next to the section title (e.g. E PATIENT ROOMS). If more than one space serves a given required function (e.g. patient room or exam room), two codes separated by a slash may be used (e.g. "E/X"). Clarification should be provided in that regard in the Project Narrative.

X = Requirement is met.

☒ = Check this box under selected checklist section titles or individual requirements for services that are not included in the project.

E = Functional space or area is existing and not affected by the construction project; this category does not apply if the existing space or area will serve a new or relocated service or if the facility is currently not licensed & applying for licensure.

W = Waiver requested for Guidelines, Regulation or Policy requirement that is not met (for each waiver request, complete separate waiver form & list the requirement ref. # on the affidavit).

3. Mechanical, plumbing and electrical requirements are only partially mentioned in this checklist.
4. Oxygen, vacuum & medical air outlets are identified respectively by the abbreviations "OX", "VAC" & "MA".
5. Items in *italic*, if included, refer to selected recommendations of the Appendix of the Guidelines, adopted by policy.
6. Requirements referred to as "Policies" are DPH interpretations of the AIA Guidelines or of the Regulations.

Facility Name:

.....

Facility Address:

.....

Dates:

Initial Date:

Revision Date:

DoN Identification: (if applicable)

.....

Project Reference:

.....

.....

Building/Floor Location:

.....

.....

ARCHITECTURAL REQUIREMENTS

- 7.7 ☐ Design prevents non-related traffic through surgical suite
- ☐ Surgical suite divided into 3 contiguous areas:
- ☐ unrestricted (control point monitoring general access)
 - ☐ semi-restricted (peripheral support spaces)
 - ☐ restricted (operating rooms & immediate support spaces)

- 7.7.A1 ☐ General operating rooms:
- | | |
|--|--|
| <input type="checkbox"/> check if service <u>not</u> included in project | |
| ▷ Extensive Construction | ▷ Limited Renovations |
| ▷ New/Relocated Service | |
| <input type="checkbox"/> min. 400 sf clear | <input type="checkbox"/> min. 360 sf clear |
| <input type="checkbox"/> min. dimension 20'-0" | <input type="checkbox"/> min. dimension 18'-0" |

- 7.7.A2 ☐ Orthopedic operating rooms:
- | | |
|--|--|
| <input type="checkbox"/> check if service <u>not</u> included in project | |
| ▷ Extensive Construction | ▷ Limited Renovations |
| ▷ New/Relocated Service | |
| <input type="checkbox"/> min. 600 sf clear | <input type="checkbox"/> min. 360 sf clear |
| <input type="checkbox"/> min. dimension 20'-0" | <input type="checkbox"/> min. dimension 18'-0" |

- 7.7.A3 ☐ Enclosed storage for splints & traction equipment
- ☐ Sink with plaster trap

- ☐ Cardiovascular & neurological operating rooms:
- | | |
|--|--|
| <input type="checkbox"/> check if service <u>not</u> included in project | |
| ▷ Extensive Construction | ▷ Limited Renovations |
| ▷ New/Relocated Service | |
| <input type="checkbox"/> min. 600 sf clear | <input type="checkbox"/> min. 400 sf clear |
| <input type="checkbox"/> min. dimension 20'-0" | <input type="checkbox"/> min. dimension 18'-0" |
| <input type="checkbox"/> equipt. storage | <input type="checkbox"/> equipt. storage |

open-heart surgery

- ☐ check if service not included in project
- ☐ pump room connected to cardiovascular OR

- 7.7.A4 ☐ Surgical cystoscopy:
- ☐ check if service not included in project

- | | |
|--|--|
| ▷ Extensive Construction | ▷ Limited Renovations |
| ▷ New/Relocated Service | |
| <input type="checkbox"/> min. 350 sf clear | <input type="checkbox"/> min. 250 sf clear |
| <input type="checkbox"/> min. dimension 15'-0" | |

- 7.7.B1 ☐ PRE-OPERATIVE PATIENT HOLDING AREAS
(semi-restricted)

- ☐ stretcher holding area
 - ☐ min. 80 sf for each stretcher station
 - ☐ cubicle curtains
 - ☐ 4'-0" minimum clearance between stretchers, and between stretchers & adjacent walls
- ☐ Sitting space for ambulatory patients
- ☐ Under visual control of nursing staff
- ☐ Provisions for isolation

**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS**

- Ventilation*:
- ☐ min. 15 air ch./hr
 - ☐ positive pressure
 - ☐ supply diffusers center of ceiling
 - ☐ 2 remote return registers at floor level
 - ☐ anesthesia scavenging
 - ☐ humidity control 50-60%
 - ☐ individual temperature controls

- Plumbing*:
- ☐ no floor drains

- Medical gases*:
- gen., cardio., ortho., neuro
 - ☐ 2 OX, 3 VAC
 - cystoscopy
 - ☐ 1 OX, 3 VAC

- Electrical*:
- ☐ special lighting at surg. table
 - ☐ general lighting
 - ☐ separate circuits
 - ☐ X-ray illumination for 4 films
 - ☐ 8 elec. duplex receptacles (36" AFF) + special receptacles
 - ☐ including 6 receptacles at head of operating table
 - ☐ lighting on emergency power
 - ☐ all receptacles & fixed equipment on emergency power
 - ☐ emergency communication

*Common requirements for all operating rooms

- ☐ Vent. min. 6 air ch./hr

ARCHITECTURAL REQUIREMENTS

7.7.B2

POST-ANESTHETIC CARE UNITS (PACUs)
(semi-restricted)

PACU bed areas:

- ☐ min. 80 sf for each bed area
- ☐ cubicle curtains
- ☐ 5'-0" minimum clearance between beds
- ☐ 4'-0" min. clearance between beds & adjacent walls

- ☐ PACU isolation room
- ☐ min. 80 sf

- ☐ Nurses station/charting

- ☐ Medication station
- ☐ Stretcher storage
- ☐ Supply & equipment storage
- ☐ Direct access to surgical suite
- ☐ Staff toilet immediately accessible

7.7.C
C3**SERVICE AREAS (restricted)**

- ☐ Substerile room(s)
 - ☐ direct access from two or more operating rooms
 - ☐ flash sterilizer
 - ☐ warming cabinet
 - ☐ sterile supplies storage

- ☐ Sterilizing facilities
 - ☐ access from restricted corridor
 - ☐ convenient to operating rooms

C5

- ☐ Scrub facilities
 - ☐ 2 scrub positions at operating room entrance (may be shared by 2 ORs)
 - ☐ located in restricted area
 - ☐ located outside the sterile core
 - ☐ scrub sinks recessed in alcove off corridor
 - ☐ view windows to ORs interiors

C7.c

OR suite sterile core:

- ☐ check if service not included in project
- ☐ no traffic or flow of materials from soiled areas to clean/sterile areas

**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS**

Handwashing stations:

- ☐ 1 station per 4 beds
- ☐ uniform distribution
- ☐ hands-free controls
 - ☐ electronic sensor controls
 - ☐ ☐ check if not included in project
 - ☐ on emergency power
- ☐ Clinical sink & bedpan cleaning system
- ☐ Vent. min. 6 air ch./hr
- ☐ 1 OX, 3 VAC, 1 MA for each bed
- ☐ Nurses call button at each bed
- ☐ Emergency power & lighting
- ☐ Handwashing station
- ☐ Vent. min. 12 air ch./hr
 - ☐ negative pressure
 - ☐ all air exhausted to outdoors
- ☐ 1 OX, 3 VAC & 1 MA
- ☐ Nurses call button
- ☐ Emergency power & lighting
- ☐ Duty station call signal (audio/visual)
- ☐ Emergency communication system

- ☐ Handwashing station
- ☐ Vent. min. 4 air ch./hr
- ☐ Temperature & moisture control
- ☐ Duty station call signal (audio/visual)

- ☐ Handwashing station

- ☐ Scrub sinks
 - ☐ knee or foot controls
 - or**
 - ☐ electronic sensor controls
 - ☐ on emergency power

- ☐ Vent. min. 4 air ch./hr
- ☐ Temperature & moisture control
- ☐ Duty station call signal (audio/visual)

ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS**

- 7.7.C ☐ SERVICE AREAS (semi-restricted)
- C1 ☐ Control station
- C2 ☐ Supervisor's office or station
- C4 ☐ Medication station:
☐ visual control from staff station
☐ handwashing station conveniently accessible
- ☐ Medicine prep. room: **or** ☐ Self-contained medicine unit:
☐ work counter ☐ security for
☐ refrigerator ☐ controlled drugs
☐ double-locked ☐ adequate lighting
☐ storage
- C6 ☐ Soiled workroom
☐ work counter
☐ space for waste & soiled linen receptacles
☐ no connection with clean & sterile areas
- C7 ☐ Clean workroom: **or** ☐ Clean supply room (for holding of clean & sterile materials from central supplies area):
☐ counter ☐ storage facilities
☐ handwashing station ☐ space to package reusable items
☐ no connection with soiled workroom
☐ no cross traffic through clean workroom/supply room
- C8 ☐ Medical gas storage facilities
- C9 ☐ Anesthesia workroom
☐ work counter(s) & racks for cylinders
☐ separate storage for clean & soiled items
☐ case cart & equipt storage
- C10 ☐ Equipment storage room(s)
☐ ▷ New/Extensive Construction ☐ ▷ Limited Renovations
☐ min. 150 sf ☐ room size unchanged or increased
☐ min. 50 sf/OR
- C11 ☐ Staff change areas
☐ lockers
☐ showers
☐ toilets
☐ space for donning surgical attire
☐ one-way traffic pattern directly into surgical suite
- C12 ☐ Staff lounge
☐ toilet rooms
☐ located for convenient access to recovery room and to minimize need to leave surgical suite
- C13 ☐ Dictation & report preparation area
- ☐ Vent. min. 4 air ch./hr
☐ Emergency power/lighting
☐ Duty station call signal (audio/visual)
- ☐ Flushing-rim clinical sink
☐ Handwashing station
☐ Vent. min. 10 air ch./hr (exhaust)
- ☐ Vent. min. 4 air ch./hr
☐ Temperature & moisture control
☐ Duty station call signal (audio/visual)
- ☐ 1OX, 1 MA
☐ Sink(s)
☐ Vent. min. 8 air ch./hr
☐ all air exhausted to outdoors
- ☐ Duty station visible call signal
☐ Vent. min. 4 air ch./hr
- ☐ Handwashing stations
☐ Vent. min. 10 air ch./hr (exhaust)
- ☐ Handwashing station
☐ Vent. min. 10 air ch./hr (exhaust)

ARCHITECTURAL REQUIREMENTS

- C18 ☐ Storage areas for portable OR equipment
☐ out of corridors and traffic
- C19 ☐ Housekeeping facilities
☐ exclusively for and directly accessible from suite
☐ storage for housekeeping supplies & equipment
- C20 ☐ Frozen section lab
- C21 ☐ Ice machine
- C22 ☐ Refrigerated blood bank storage
- C23 ☐ Refrigerated organ storage
- C24 ☐ Provisions for storage of pathological specimens

7.7.C14

OUTPATIENT SURGERY

☐ check if service not included in project
 (Additional requirements)

- ☐ Phase II (Step-Down) Recovery Room
☐ nurses station
☐ charting facilities
☐ storage space for supplies & equipment
☐ staff toilet room

Patient recovery area:

- ☐ min. 50 sf for each patient lounge chair
☐ cubicle curtains
☐ 4'-0" minimum clearance between beds, and
 between beds & adjacent walls
☐ direct access to PACU

**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS**

- ☐ Service sink or floor receptor
☐ Vent. min. 10 air ch./hr (exhaust)

Handwashing stations:

- ☐ 1 station per 4 beds
☐ uniform distribution
☐ hands-free controls
☐ electronic sensor controls
☐ ☐ check if not included in project
 ☐ on emergency power
☐ Clinical sink & bedpan cleaning
 system
☐ Vent. min. 6 air ch./hr
☐ 1 OX & 1 VAC for each PACU
 bed
☐ Nurses call button at each bed
☐ Emergency power & lighting

9.5.F4

- ☐ space for family members
☐ toilet room directly accessible
☐ sized for patient & assistant

- ☐ Handwashing station
☐ Vent. min. 10 air ch./hr (exhaust)

C15

- ☐ Outpatient surgery change areas
☐ waiting room
☐ lockers & clothing change/gowning area
☐ toilet rooms

- ☐ Toilets
☐ Handwashing stations
☐ Vent. min. 10 air ch./hr (exhaust)

C16

- ☐ Provisions for exam, interview, prep & testing of surgical
 outpatients

GENERAL STANDARDSDetails and Finishes

Inpatient corridors

- | | |
|---|--|
| <input type="checkbox"/> New/Extensive Construction
<input type="checkbox"/> min. corridor width 8'-0"
(NFPA 101) | <input type="checkbox"/> Limited Renovations
<input type="checkbox"/> corridor width
unchanged or
increased |
|---|--|

Staff corridors

☐ min. corridor width 5'-0" (7.28.A2)☐ Fixed & portable equipment recessed does not reduce required corridor width (7.28.A3)☐ Work alcoves include standing space that does not interfere with corridor width☐ check if function not included in project

Doors (7.28.A6-A9):

☐ doors to other rooms used for stretchers or wheelchairs min. 2'-10" wide☐ all doors are swing-type☐ outswinging/double-acting doors for toilet rooms☐ doors to occupiable rms do not swing into corridors☐ Operable windows (7.28.A10):☐ check if all windows are fixed☐ window operation prohibits escape or suicide☐ insect screens☐ Glazing (7.28.A11):☐ safety glazing or no glazing under 60" AFF & within 12" of door jamb☐ Linen & refuse chutes min. int. dim. 2'-0" (7.28.A12)☐ check if service not included in project☐ Thresholds & exp. joints flush with floor surface☐ Grab bars in all patient toilets & bathing facilities☐ 1½" wall clearance☐ 250 lb. capacity (7.28.A14)☐ Handwashing sinks anchored to withstand 250 lbs.

Vertical clearances (7.28.A20):

☐ ceiling height min. 7'-10", except:☐ 7'-8" in corridors, toilet rooms, storage rooms☐ sufficient for ceiling mounted equipment

min. clearance under suspended pipes/tracks:

☐ 7'-0" AFF in bed/stretcher traffic areas☐ 6'-8" AFF in other areas

Floors (7.28.B4-B5):

☐ floors easily cleanable & wear-resistant☐ non-slip floors in wet areas☐ wet cleaned flooring resists detergents☐ monolithic floors & integral bases in operating rms

Walls (7.28.B6):

☐ wall finishes are washable☐ smooth/water-resist. finishes at plumbing fixtures

Ceilings:

Restricted areas (operating rooms)

☐ monolithic ceilings (7.28.B8)

Semi-restricted areas

☐ monolithic **or** ☐ washable ceiling tiles☐ ceilings ☐ gasketed & clipped-down jointsMechanical (7.31.D)☐ Mech. ventilation provided per Table 7.2☐ Exhaust fans located at discharge end☐ Fresh air intakes located at least 25 ft from exhaust outlet or other source of noxious fumes☐ Contaminated exhaust outlets located above roof☐ Ventilation openings at least 3" above floor☐ Central HVAC system filters provided per Table 7.3Plumbing (7.31.E)

Handwashing station equipment

☐ handwashing sink☐ hot & cold water☐ single lever or wrist blades faucet☐ soap dispenser☐ hand drying facilities

Sink controls (7.31.E1):

☐ wrist controls or other hands-free controls at all handwashing sinks (except as noted below)☐ blade handles max. 4½" long☐ blade handles at clinical sinks min. 6" long

Scrub sinks & PACU handwashing stations:

☐ knee/foot controls**or**☐ electronic sensor controls on emergency power☐ No drainage piping above ceiling in operating rooms☐ Medical gas outlets provided per 7.31.E5 & Table 7.5Electrical (7.32)☐ All occupied building areas have artificial lighting (7.32.D2)☐ Duplex, grounded receptacles max. 50 feet in corridors, max. 25 feet from end wall (7.32.E3)☐ Emergency power (7.32.H)☐ emergency power provided to all essential services complies with NFPA 99, NFPA 101 &

NFPA 110

☐ emergency power source provided with fuel capacity for continuous 24-hour operation